

PRESIDIO OF MONTEREY'S PROCEDURE FOR MANAGEMENT REVIEW

Procedure: The Presidio of Monterey’s Procedure for management review.			
Document Owner: EMS Management Representative, Plans, Analysis, and Integration Office (PAIO) – The Presidio of Monterey (POM)			Review: EQCC
			Date: 15 Dec 05
Update Requirements: The Presidio of Monterey’s EMS Management Representative shall maintain this procedure and review it annually. This document and its revisions shall remain current for no more than one year from the effective date. The EMS Management Representative must maintain a log of document history with this procedure.			
Revision Information			
Status	Revision	Effective Date	Revision Summary
Baseline Procedure	1.0	27 Sep 05	None

A. PURPOSE

- 1) To establish and maintain a procedure for conducting management reviews to ensure the continuing suitability, adequacy and effectiveness of the EMS of the US Army Presidio of Monterey (POM).

B. SCOPE

- 1) This procedure is written to address the criteria established by **Section 4.6 of ISO 14001:2004**.

C. DEFINITIONS

- 1) **Continual Improvement** – Recurring process of enhancing POM's EMS in order to achieve improvements in overall environmental performance consistent with POM's environmental policy.
- 2) **Environmental Performance** – Measurable results of the EMS related to POM's control of its environmental aspects, based on environmental policy, objectives and targets.
- 3) **Interested Party** – Person or group concerned with or affected by POM's environmental performance.

D. PROCEDURE

- 1) An EMS management review meeting is planned and scheduled at least annually.
- 2) At least 50% of the EQCC must be in attendance for the management review meeting to begin. If fewer members attend, the EMSMR reschedules the meeting for later in the quarter. Current members of the EQCC are listed on the EQCC Roster (POM-EMS-PR-4.6A).
- 3) An agenda for the meeting is developed that covers the following topics, as appropriate:
 - a. Progress toward objectives and targets
 - b. Environmental policy
 - c. Results of internal audits and evaluations of compliance with appropriate legal and other requirements
 - d. Communications from external interested parties
 - e. POM's environmental performance including environmental performance quarterly reports
 - f. Follow-up actions from previous management reviews
 - g. Recommendations for improvement
 - h. Changing circumstances, including developments in legal and other requirements related to POM & OMC's environmental aspects
 - i. Status of corrective and preventive actions
 - j. Adequacy, suitability and effectiveness of POM & OMC's EMS
 - k. Evaluation of changes to situational, economic and environmental conditions
 - l. POM's commitment to continual improvement
- 4) The EQCC members are informed of the date, time and location of management review meetings.
- 5) The EMSMR facilitates the EMS management review meetings and documents the meetings on the Management Review Form (POM-EMS-PR-4.6B).
- 6) The EQCC works through the topics on the agenda to identify areas in which additional resources are required or changes are necessary to POM's environmental policy, objectives, targets and other elements of the EMS consistent with POM's commitment to continual improvement.
- 7) The EMSMR ensures action items that come out of management review meetings are implemented.

8) The EMSMR documents and maintains records of management review meetings. Records are maintained in accordance with POM-EMS-PR-4.6 (Control of Records Procedure).

9) The EMSMR provides copies of the records of meetings to employees upon request.

E. RESPONSIBILITIES

1) EMS Management Representative (EMSMR)

- a. Plans and schedules meetings of the Environmental Quality Control Committee (EQCC) to review POM's EMS at least annually, as detailed in the above procedure sections D.1 – D.4.
- b. Facilitates management review meetings and documents meetings on the Management Review Form (POM-EMS-PR-4.6B).
- c. Implements any actions that come out of management review meetings.
- d. Maintains records of meetings in accordance with POM-EMS-PR-4.5.4 (Control of Records Procedure).
- e. Provides copies of records of meetings to employees upon request.

2) Environmental Quality Control Committee (EQCC)

- a. Attends management review meetings, and other meetings as required, to contribute to POM's commitment to continual improvement.
- b. Works through topics on the management review meeting agenda to identify areas in which additional resources are required or changes are necessary to POM's environmental policy, objectives, targets and other elements of the EMS consistent with POM's commitment to continual improvement.

F. ATTACHMENTS

- 1) EQCC Roster (POM-EMS-PR-4.6A)
- 2) Management Review Form (POM-EMS-PR-4.6B)

Attachment A. EQCC Roster

[illegible]

Attachment B. Management Review Form

Date of Meeting:			
Attendees:			
	Initial		Initial
EMS Management Representative		Other committee member	
Other committee member		Other committee member	
Other committee member		Other committee member	
Other committee member		Other committee member	
Other committee member		Other committee member	
Topics Reviewed:		Comments:	
<i>Progress toward objectives and targets</i>			
<i>Environmental policy</i>			
<i>Results of internal audits and evaluations of compliance with legal and other requirements</i>			

<i>Communications from external interested parties</i>	
<i>Environmental Performance</i>	
<i>Follow-up actions from previous management reviews</i>	
<i>Recommendations for improvements</i>	

<i>Changing circumstances including developments in legal and other requirements related to POM's environmental aspects</i>	
<i>Status of corrective and preventive actions</i>	
<i>Adequacy, suitability and effectiveness of EMS</i>	
<i>Evaluation of changes to situational, economic and environmental conditions</i>	

<i>POM's commitment to continual improvement</i>	
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Other Comments/Concerns/Questions:

Action Items: